From: Jennifer Andia <███████████████████>
To: ███████████████████████>
Subject: RE: webex meeting confirmation
Date: Thu, 25 Aug 2016 13:48:30 +0000

Hi █████,

Good morning! In preparation for the 10am webex meeting, it would be a good idea for Jeffrey to click on the meeting link now if he does not have the program installed on his computer. Is that possible? Thank you

From: ████████████████████████████]
Sent: Wednesday, August 24, 2016 11:38 AM
To: Jennifer Andia <████████████████████>
Cc: Christian Glauser Benz <████████████████████>
Subject: Re: webex meeting confirmation

Great. I will pass along to jeffrey. Thanks!

Sent from my iPhone

On Aug 24, 2016, at 11:35 AM, Jennifer Andia <█████████████████████> wrote:

The webex meeting is confirmed for tomorrow (8/25) at 10am EDT. Chad and Christian look forward to meeting with Jeffrey.

Below please find the webex meeting link. Jeffrey will need to click on the link prior to the meeting to quickly download the program, and then he will input his name, email address and the password, which is Oad123. He will then be connected to the webex meeting.

In order to connect to the audio for the meeting, Jeffrey will need to run a Speaker/Microphone Audio Test by clicking on the Audio drop down menu in the webex meeting screen, and then select the Speaker/Microphone Audio Test option. A dialog box will then appear, and he will have to click on the TEST button for the speaker in the dialog box. After clicking on the TEST button, he should hear a chime. Once the chime is heard, please click on the OK button to close the Speaker/Microphone Audio Test dialog box.

The Webex program will be used to visualize Chad's screen to view material and speak with one another online. In order to speak through the internet via Webex, you'll need internal speakers and a microphone in

your computer. If you're unable to connect to the audio via the internet, please use the following dial in number with the access code (see below): █████████████████████████

Island project USVI

Thursday, August 25, 2016

10:00 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Meeting number (access code) ████████████

Meeting password: ████████

Add to Calendar   When it's time, join the meeting.

Join by phone

████████████ Call-in toll number (US/Canada)

Global call-in numbers

JENNIFER ANDIA

EXECUTIVE ASSISTANT

**OPPENHEIM
ARCHITECTURE**

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